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OUTPROCESSING INSTRUCTIONS FOR DA FORM 137-E

This packet has been assembled to assist you in Out-processing from the Vilseck / Grafenwöhr Military Community. The information coincides with your Automated Installation Clearance Record, DA Form 137-E, which will be issued to each soldier by the Central Processing Facility ten working days prior to the soldiers Final Out-processing Date (see page #18). Please note the requirements for out-processing the Personnel and Finance Sections of the Central Processing Facility (CPF) are extensive. Read these areas carefully.

1. FACILITY: **ARMY CAREER ALUMNI PROGRAM (ACAP)**

a. LOCATION AND TELEPHONE NUMBER:

Vilseck, Bldg.222, 2nd Floor, DSN 476-2055/2056

b. HOURS OF OPERATION:

0800-1630, Mon, Tue, Wed, and Friday 1000-1630 Thursday

c. REQUIREMENT: Separating service member only!

2. FACILITY: **ARMY COMMUNITY SERVICES (ACS) (Pre-clearance)**

a. LOCATIONS AND TELEPHONE NUMBERS:

- (1) Vilseck, Building 322, DSN 476-2650/2733
- (2) Grafenwöhr, Building 129A, DSN 475-8371

b. HOURS OF OPERATION:

- (1) 0830-1700 - Monday-Friday
0800-1600 - Lending Closet 1300-1400 Closed
- (2) 0900-1400 - Monday-Friday 1200-1600-Thursday
0900-1400 - Lending Closet

c. REQUIREMENT: One copy of orders and ID. Individual must clear ACS if he/she has lending closet items (i.e. pots and pans, strollers, etc.) signed out from the ACS Lending Closet and request information on new assignment of gaining installation and location. Sponsors enrolled in the Exceptional Family Member Program (**EFMP**) will notify ACS of next duty assignment and specify types of support needed for family members.

3. FACILITY: **ARMY EDUCATION CENTER**

a. LOCATIONS AND TELEPHONE NUMBERS:

- (1) Vilseck, Building 223, DSN 476-2653/2753
- (2) Grafenwöhr, Building 623, DSN 475-6219

b. HOURS OF OPERATION:

- (1) 0800-1630 - Monday-Friday
- (2) 0800-1630 - Monday, Wednesday and Friday

c. REQUIREMENT:

(1) Soldiers ETS-ing must receive a mandatory ETS Briefing at the Vilseck Education Center, Monday, 0800-0900 hrs.

(2) All soldiers' education records are delivered to the CPF prior to the soldier's final out. Soldier will be issued the record on final out date.

4. FACILITY: **ARMY EMERGENCY RELIEF (AER)(Pre-clearance)**

a. LOCATIONS AND TELEPHONE NUMBERS:

- (1) Vilseck, Building 322, DSN 476-2650/2733
- (2) Grafenwöhr, Building 129-A, DSN 475-8371

b. HOURS OF OPERATION:

- (1) 0800-1700 Monday-Friday
- (2) 0800-1100 Monday-Friday

c. REQUIREMENT: All soldiers separating from service must personally clear unless pre-cleared.

5. FACILITY: **CENTRAL FURNISHING MANAGEMENT OFFICE (CFMO)
(Pre-clearance)**

a. LOCATIONS AND TELEPHONE NUMBERS:

- (1) Vilseck Housing Office, Bldg.700 (2nd floor), DSN 476-2941
- (2) Grafenwöhr Housing Office, Building 258, DSN 475-6245

b. HOURS OF OPERATION:

- (1) 0730-1530, Monday-Friday
- (2) 0730-1600, Monday-Friday

c. LOANER FURNITURE: Are available up to 90 days prior to DEROS. Loaner furniture will be delivered and picked-up by Furniture Management. Soldier DEROS-ing or ETS-ing will complete prior coordination. No arrangements are made over the telephone.

d. REQUIREMENT: All soldiers residing in Government Quarters, Lease Quarters and Economy Quarters must clear Furniture Management during their housing check-out date.

6. FACILITY: **CENTRAL ISSUE FACILITY (CIF)**

a. LOCATION AND TELEPHONE NUMBER:

Vilseck, Building 102, Room 106, DSN 476-2375/2376

b. HOURS OF OPERATION:

0745-1530, Mon-Thu; closed on Fridays and on German holidays

c. REQUIREMENT:

1. Individuals being reassigned within USAREUR will not turn-in TA-50, but will report to the CIF with Installation Clearance Record and reassignment orders. TA-50 will accompany you to your next unit; your OCIE Record will be transferred by this activity to your new supporting CIF.

2. All other individuals will turn-in TA-50 to the CIF. The following information is provided to assist you in out-processing the CIF.

NOTE: An appointment to out-process the CIF will be provided to you by the Central Processing Facility. Failure to meet this appointment could result in a delay of your final out-processing.

a. **Prior to your CIF appointment, you must accomplish the following:**

(1) Using the unit supply copy of your OCIE Record, inventory your TA-50. This inventory is conducted to ensure that you have all items you were issued, that all items are clean and in a serviceable condition, and that all insignia (except the US Army tape) have been removed.

(2) If any item is unaccounted for, you must purchase the item from the Clothing Sales Store or you must obtain an adjustment document (Cash Collection Voucher/Statement of Charges or a Report of Survey) from your unit supply to account for the missing item(s). Adjustment documents must be processed through Finance prior to your CIF appointment. Prior to your appointment, bring the original and 5 copies of the adjustment document to the CIF for assignment of a document number. If the adjustment document is a Cash Collection Voucher/Statement of Charges, you must process the document through finance after a document number is assigned by the CIF. Bring at least one copy of the document, stamped by finance, to the CIF at time of turn-in. If the adjustment document is a Report of Survey, once a document number is assigned by the CIF, no further action is required.

(3) Items that have become unserviceable through "fair wear and tear" will be accepted without documentation. Damaged items require a "Damage Statement" from your Commander. Criteria for determining FWT vs damage is:

FWT: Due to its appearance or effectiveness, an item has become unserviceable through its normal intended use and, through age, has simply worn out.

Damage: Un-serviceability was caused by a specific incident, ie; item torn, ripped or burned.

All items, regardless of serviceability, must be clean before acceptance by the CIF.

Duffel Bags, which were marked due to a deployment, must be over-painted using either black or OD paint to obliterate the markings. Identification markings on any other item must be removed.

b. Arrive at the CIF for your scheduled appointment with the unit copy of the OCIE Record, clearance papers, all TA-50 to be turned-in, and, if applicable, documentation to account for missing or damaged items.

c. **Partial turn-ins will not be accepted.** If, during the turn-in process, items are found to be dirty, or missing items are not supported by documentation, the turn-in process will stop and you will be required to get another appointment from the Central Processing Facility.

3. If the above guidelines are followed, clearing the CIF can be accomplished in an expedient manner. If you are dissatisfied with the service provided by the CIF or have questions concerning procedures, please feel free to contact me at DSN 476-2375/2376, or in room 106, building 102, Vilseck.

7. FACILITY: **CHILD DEVELOPMENT CENTER**

a. LOCATIONS AND TELEPHONE NUMBERS:

- (1) Vilseck, Building 2234, DSN 476-2651
- (2) Grafenwöhr, Building 260, DSN 475-7180

b. HOURS OF OPERATION:

- (1) 0545-1800 Monday-Friday
- (2) 0545-1800 Monday-Friday

c. REQUIREMENT: Service members, who have children enrolled in a Child Development Center. ID cardholder and must be registered with Child and Youth Service in Bldg. 224 Vilseck.

8. FACILITY: **COMMISSARY**

a. LOCATIONS AND TELEPHONE NUMBERS:

- (1) Vilseck, Building 2204, DSN 476-2921/2428
- (2) Grafenwöhr, Building 150, DSN 475-8489/7141

b. HOURS OF OPERATION:

- (1) 1000-1900, Tue-Fri., 1000-1900, Sat., 1000-1900, Sun. Closed on Monday
- (2) 0900-1900, Mon-Tue, closed Wed, Thus-Fri 0900-1900, Sat 1000-1700 Closed Sunday

c. REQUIREMENT: Service member must clear during regular shopping hours and Must have clearing papers.

9. FACILITY: **COMMUNITY BANK (U.S.BANKING FACILITY)**

a. LOCATIONS AND TELEPHONE NUMBERS:

- (1) Vilseck Rose-Barracks, Building 224, DSN 476-2539
- (2) Grafenwöhr, Building 105, DSN 475-6140 Civ 09641-92240

b. HOURS OF OPERATION:

- (1) 0900-1600, Mon, Tue, Wed, Fri; and Thu 1000-1700
- (2) 0900-1600, Mon, Tue, Wed, Fri; and Thu 1000-1700

c. REQUIREMENT: All personnel must clear banking facility. Out-processing personnel with an account must have a copy of their orders (to include a self-written stateside address and phone number)

10. FACILITY: **COMMUNITY COUNSELING CENTER (CCC) (Pre-clearance)**

a. LOCATION AND TELEPHONE NUMBER:

Vilseck, Building 223, Room 1 3rd Floor , DSN 476-2690/1710

b. HOURS OF OPERATION:

0730-1630, Monday-Friday

c. REQUIREMENT: If, not pre-cleared, then service member will be cleared by the Community Counseling Center. Must have clearing papers.

11. FACILITY: **CREDIT UNION, SERVICE CREDIT UNION**

a. LOCATION AND TELEPHONE NUMBER:

Vilseck, Building 224, DSN 476-2839 Civ 09662-9235

b. HOURS OF OPERATION:

0900-1700, Mon, Tue, Wed, Fri and Thu 1000-1800

c. REQUIREMENT: All personnel must clear Credit Union if they have a checking or saving's account or an outstanding loan. All soldiers out-processing must present a copy of their orders, including a current/valid address in the continental U.S. when clearing.

12. FACILITY: **CUSTOMS OFFICE**

a. LOCATION AND TELEPHONE NUMBER:

Vilseck, Building 700, Room 18, DSN 476-2107

b. HOURS OF OPERATION:

0900-1200 and 1300-1630, Mon, Tue, Wed, Fri., 1130-1500, Thu

c. REQUIREMENT: Must attend transportation briefing before clearing.

13. FACILITY: **DENTAL CLINIC**

a. LOCATIONS AND TELEPHONE NUMBERS:

- (1) Vilseck, Building 250, DSN 476-1720/2787
- (2) Grafenwöhr, Building 131, DSN 475-8340/1720

b. HOURS OF OPERATION:

- (1) 0730-1630, Monday-Friday
- (2) 0730-1630, Monday-Friday

c. REQUIREMENT:

(1) All military personnel must clear the Dental Clinic that provides Dental Services and maintains their Dental Records.

(2) Family members can request a copy of their medical records

(3) Soldiers DEROS-ing/ETS-ing will receive an exam and a copy of their 603-A SF Form is given prior to final out-processing appointment date.

14. FACILITY: **DEPARTMENT OF DEFENSE DEPENDENT SCHOOLS (DODDS)**

a. LOCATIONS AND TELEPHONE NUMBERS:

- (1) Vilseck Elementary School, Bldg. 2232, DSN 476-2812
Vilseck Middle/High School, Building 1801, DSN 476-2554
- (2) Grafenwöhr Elementary School, Building 124, DSN 475-7133

b. HOURS OF OPERATION:

- (1) 0700-1600 Monday-Friday
- (2) 0700-1700 Monday-Friday
- (3) 0700-1600 Monday-Friday

c. REQUIREMENT: Soldiers having children registered and attending school in the Vilseck / Grafenwöhr communities must clear DODDS System prior to final out-processing appointment date. Soldiers are required to contact the school registrar office at least two weeks prior to the date of final clearance from DODDS System.

15. FACILITY: **DRIVERS TESTING STATION**

a. LOCATIONS AND TELEPHONE NUMBERS:

- (1) Vilseck, Building 710, DSN 476-2886
- (2) Grafenwöhr, Building 129b, DSN 475-7214

b. HOURS OF OPERATION:

- (1) 0730-1100 and 1300-1530, Thursday and Friday
- (2) 0745-1530, Monday-Wednesday Closed Thursday-Friday

c. REQUIREMENT: Only for service members who have received the DA Form 348 must clear with the Driver Testing Station.

16. FACILITY: **E-MAIL/DOIM**

a. LOCATIONS AND TELEPHONE NUMBERS:

- (1) Vilseck, Building 700 - CPF,
- (2) Grafenwöhr, Building 6144, DSN 475-7261

b. HOURS OF OPERATION:

- (1) 0800-1200 and 1300-1600, Monday-Friday
- (2) 0730-1600, Monday-Friday

c. REQUIREMENT:

- (1) The Central Processing Facility will clear service members by faxing a copy of their orders.
- (2) Service members must clear with their clearing papers.

17. FACILITY: **FAMILY HOUSING/HOUSING REFERRAL OFFICE**

a. LOCATIONS AND TELEPHONE NUMBERS:

- (1) Vilseck, Bldg.700 (2nd floor), DSN 476-2808
- (2) Grafenwöhr, Building 258, DSN 475-6245

b. HOURS OF OPERATION:

- (1) 0745-1530, Monday, 0730-1530, Monday
- (2) 0745-1600, Monday, 0730-1600, Tuesday-Friday

c. REQUIREMENT: Individuals must clear housing if:

- (1) They are residing in Government Quarters or Unaccompanied Personnel Housing (BOQ/SEBQ).
- (2) They are residing in private rentals.
- (3) They have resided in private rentals during their tour in Vilseck / Grafenwöhr, but are currently residing in billets.
- (4) Soldiers PCS-ing/ETS-ing must make an appointment with Vilseck / Grafenwöhr Housing Office to schedule an Out Processing Briefing 60 days prior to PCS/ETS.

18. FACILITY: **FITNESS CENTER (SPORTS-OFFICE / PRE-CLEARANCE)**

a. LOCATIONS AND TELEPHONE NUMBERS:

- (1) Vilseck Rose Barracks Gym, Bldg. 323, DSN 476-2213
- (2) Grafenwöhr Field House, Bldg. 547, DSN 475-6426
- (3) Hill Top Gym, Bldg. 616, DSN 476-2270/2214

b. HOURS OF OPERATION:

- (1) 0500-2200, Mon-Fri Sat-Sun and Holidays 0800-2200
- (2) 0530-2000, Mon Tues, Fri/Thurs 1100-0800/Sat-Sun and Holidays 1000-1800
- (3) 0500-2200, Mon-Fri Sat-Sun and Holidays 0800-2200

c. REQUIREMENT: All issued items must be returned prior to service members clearing.

19. FACILITY: **GERMAN COMMERCIAL PHONE SYSTEM (Telekom)**

a. LOCATION AND TELEPHONE NUMBER:

- (1) Vilseck, Bldg.700, Room 47, Civ 09662-1049
- (2) Grafenwöhr, Bldg.105, Civ 09641-1073

b. HOURS OF OPERATION:

- (1) 0900-1200, 1300-1600, Monday-Friday
- (2) 1100-1330, Monday-Friday

c. REQUIREMENT: All individuals using the Telekom Telephone system in their government quarters/private rentals or soldiers quarters should submit a request 30 days prior to Port Call to disconnect the phone services. It is every service member's obligation to ensure Telekom is properly cleared.

20. FACILITY: **IN-SERVICE CAREER COUNSELOR**

a. LOCATION AND TELEPHONE NUMBER:

Vilseck, Building 222, DSN 476-2073

b. HOURS OF OPERATION:

0830-1700, Monday-Friday

c. REQUIREMENT: All individuals separating from the service (ETS only) are required to out-process through the In-Service Recruiter.

21. FACILITY: **KEY CONTROL OFFICE (PRE-CLEARANCE)**

a. LOCATION AND TELPHONE NUMBER:

Vilseck, Building 104, DSN 476-2477

b. HOURS OF OPERATION:

0800-1130, Monday-Friday

c. REQUIREMENT: Key custodians must turn-in or sign over all keys prior to their clearing.

22. FACILITY: **LIBRARY (PRE-CLEARANCE)**

a. LOCATIONS AND TELEPHONE NUMBERS:

- (1) Vilseck Rose Barracks, Building 2222, DSN 476-1740
- (2) Grafenwöhr, Building 107, DSN 475-6231/1740

b. HOURS OF OPERATION:

- (1) 1200-1900, Tuesday-Friday,
1100-1700, Saturday and Sunday, closed on Monday
- (2) 1100-1900, Tuesday-Thursday; 1200-1800, Friday
1200-1700, Saturday and Sunday, closed on Monday

c. REQUIREMENT: All personnel must clear the library they had utilized.

23. FACILITY: **MEDICAL TREATMENT FACILITY (Dispensary)**

a. LOCATIONS AND TELEPHONE NUMBERS:

- (1) Vilseck Rose-Barracks, Building 250, DSN 476-2936/2536
- (2) Grafenwöhr, Building 475, DSN 475-7152/8307

b. HOURS OF OPERATION:

- (1) 0700-1600, Mon, Tues, Fri; 0700-1900, Tue; 1300-1500, Thu
- (2) 0700-1600, Mon, Tues, Wed, Fri

c. REQUIREMENT: All soldiers separating (ETS-ing) from the Army are required to complete a physical examination prior to departing this community. Physical examinations should be completed at least Sixty-60-days prior to departure, and must not be older than 120 days. Personnel not completing a physical summary will be required to have a physical summary signed by a doctor. Personnel retiring from active duty will be required to complete a physical examination (a physical summary is not permitted). Physical examination must be completed at Vilseck or Grafenwöhr Health Clinic.

d. All soldiers must clear their respective Medical Treatment Facility. TB Tine shots are required and must not be older than 60 days prior to PCS/ETS. TB/PPD test should be completed NLT two weeks prior to the Final Out-processing Appointment.

e. Medical records can be signed out two days prior to final out-processing appointment. Family members records will only be signed out to soldiers if:

(1) Family members are present.

(2) Soldier presents Records Clerk with signature card authorization from family members.

(3) In the event the soldier doesn't have a signature card or family member present, the family members' medical records will be mailed to the gaining records facility in accordance with AR 40-66.

24. FACILITY: **OUTDOOR RECREATION CENTER**

a. LOCATIONS AND TELEPHONE NUMBERS:

- (1) Vilseck, Building 2236, DSN 476-2563
- (2) Grafenwöhr, Building 600, DSN 475-7402

b. HOURS OF OPERATION:

- (1) 1100-1730, Monday-Friday
- (2) 1100-1800, Mon,Tue,Thu,Fri Closed Wed, Sun, Sat.

c. REQUIREMENT: Service members must bring their clearing papers.

25. FACILITY: **Laundry Dry Clean (AAFES)**

a. LOCATIONS AND TELEPHONE NUMBERS:

- (1) Vilseck, Building 301, Civ: 09662-1015
- (2) Grafenwöhr, Building 623, Civ: 09641-1232

b. HOURS OF OPERATION:

- (1) 1000-1800 Monday-Friday; 1000-1700 Saturday
- (2) 1000-1800 Monday-Friday; 1000-1400 Saturday

c. REQUIREMENT: Service members must bring their clearing papers.

26. FACILITY: **POST EXCHANGE (AAFES)**

a. LOCATIONS AND TELEPHONE NUMBERS:

- (1) Vilseck, Bldg. 2203, DSN 476-2700 Civ 09662-41180
- (2) Grafenwöhr, Bldg. 141, Civ 09641-646

b. HOURS OF OPERATION:

- (1) 1000-2000, Monday-Saturday; 1000-1900, Sunday
- (2) 1100-1900, Monday-Saturday; 1100-1800, Sunday

c. REQUIREMENT: All personnel having DPP and Lay-A-Way must clear the Post Exchange.

27. FACILITY: **PROPERTY BOOK OFFICE (PBO) (PRE-CLEARANCE)**

a. LOCATION AND TELEPHONE NUMBER:

Vilseck, Building 342, DSN 476-2546/2872

b. HOURS OF OPERATION:

0745-1600, Mondays; 0730-1600 Tuesday-Friday

c. REQUIREMENT: Pre-clearance through UCAS, but all soldiers who signed for property of the 409th BSB PBO Division must clear PBO prior to receiving final clearance from the Central Processing Facility.

28. FACILITY: **RETIREMENT SERVICES**

a. LOCATION AND TELEPHONE NUMBER:

Vilseck, Building 700, 2nd Floor, DSN 476-2999

b. HOURS OF OPERATION:

0800-1700, Monday-Friday

c. REQUIREMENT: All individuals who are retiring are required to clear through the Retirement Services Office. All retiring personnel are required to be counseled by the Retirement Services Officer a minimum of 30 days prior to medical separation retirement date, or 30 days prior to departing this community. Spouse's presence is required.

29. FACILITY: **SELF-HELP STORE (DPW) (PRE-CLEARANCE)**

a. LOCATIONS AND TELEPHONE NUMBERS:

- (1) Vilseck, Building 103, DSN 476-2577
- (2) Grafenwöhr, Building 394, DSN 475-6331

b. HOURS OF OPERATION:

- (1) 0800-1545, Mon, Tue, Wed; 1100-1545, Thu 1100-1700
- (2) 0900-1545, Mon-Wed + Fri 1000-1700 Thu; 0800-1400, Sat

c. REQUIREMENT: Service member must return all outstanding items, before clearing.

30. FACILITY: **TRAINING SUPPORT CENTER (TSC)**

a. LOCATION AND TELEPHONE NUMBER:

b.

Vilseck, Building 236, DSN 476-2632/2118

b. HOURS OF OPERATION:

0745-1200, 1300-1530, Mon,
0730-1200-1300-1530 Tue, Wed, Fri 1300-1530 Thursday

c. REQUIREMENT: Clearing papers

31. FACILITY: **TRANSITION CENTER**

a. LOCATION AND TELEPHONE NUMBER:

Vilseck, Building 700, RM 114, DSN 476-2999

b. HOURS OF OPERATION:

0900-1600 Mon-Fri

c. REQUIREMENT: Service members must visit the Transition Center during their clearing and on their FINAL OUT. At their FINAL OUT the service members must have their orders, medical and dental records, and clearing papers.

32. FACILITY: **TRANSPORTATION OFFICE: HOUSEHOLD GOODS, UNACCOMPANIED BAGGAGE, POV SHIPMENT. SATO TRAVEL: FLIGHT RESERVATION**

a. LOCATIONS AND TELEPHONE NUMBERS: **TRANSPORTATION OFFICE**

- (1) Vilseck, Building 700, DSN 476-2668
- (2) Grafenwöhr, Building 129, DSN 475-6893

LOCATIONS AND TELEPHONE NUMBERS: **SATO TRAVEL**

- (1) Vilseck, Building 700, DSN 476-2634
- (2) Grafenwöhr, Building 129, DSN 475-7186

b. HOURS OF OPERATION: **TRANSPORTATION OFFICE**

- (1) 0800-1145/1300-1630 Monday-Friday
- (2) 0730-1600 Monday-Friday; 0730-1530 Friday

HOURS OF OPERATION: **SATO TRAVEL**

- (1) 0800-1600, Monday-Friday
- (2) 0900-1600, Monday-Friday; 0900-1800, Thursday

OUTBOUND SHIPMENT BY AFTERNOON APPOINTMENT ONLY, WALK IN SERVICES/APPOINTMENTS MADE THROUGHOUT NORMAL OPERATING HOURS.

c. REQUIREMENT: All personnel must make shipment appointments 45-60 days prior to DEROS date.

REQUIREMENT: All soldiers must clear Transportation if:

(1) They are shipping personal property at Government expense. They will report to the Transportation Office at the scheduled date and time for their appointment with the Transportation Counselor and must bring the following items to this appointment, as applicable:

(a) Inventory of items in storage in the Continental United States (CONUS), only if soldier desires to make arrangements at his location to relocate his/her household goods in storage in CONUS.

(b) An approved copy of ATF Form 6, Application and Permit for Importation of firearms, if the individual wishes to ship one or more handguns or more than three (3) rifles (long guns).

(c) A notification address with the telephone number of where the individual can be reached in the United States should problems arise with their shipment prior to their reporting to their next duty station.

(d) Correct address including building, room number and/or house number of where the individual's shipment will be picked up.

(e) Seven (7) copies of orders with all amendments.

(f) If the soldier is shipping a POV at government expense, the following items must be brought to the Trans-Car Shipping at Grafenwöhr, Building 515, DSN 475-7470 with the following items:

- (1) Seven (7) copies of orders with amendments.

(2) USAREUR Vehicle Registration.

(3) Complete set of keys to include keys for the trunk, doors, gas cap, and tool box.

(4) Two copies of the Power of Attorney, if someone other than the owner or spouse turns the vehicle into the Trans-Car POV Processing Point.

(5) A catalytic converter must accompany or be installed in all vehicles manufactured from 1976 till present to prevent impounding by U.S. Customs.

(6) Cars must be clean inside and out and free of all contraband and unauthorized items.

33. FACILITY: TRICARE & IN and OUT PROCESSING

a. LOCATION AND TELEPHONE NUMBER:

Vilseck, Building 700, RM 21, DSN 476-2026

b. HOURS OF OPERATION:

0800-1130, 1300-1600, Monday-Friday

c. REQUIREMENT: Service members must bring their clearing papers, and orders. They do not see the HBA at the clinic.

34. FACILITY: VALUE ADDED TAX OFFICE (VAT)/CHECK CONTROL OFFICE

a. LOCATIONS AND TELEPHONE NUMBERS:

- (1) Vilseck Rose Barracks, Bldg 2203 PX (Gazebo), DSN 476-1780
- (2) Grafenwöhr, Bldg 531, Room 111, DSN 475-1780

b. HOURS OF OPERATION:

- (1) 1000-1730, Tuesday-Friday; 1000-1500, Saturday Closed Sun.
- (2) 0730-1600, Monday-Friday

c. REQUIREMENT: All soldiers must clear if:

- (1) They are enrolled in the Utility Program.
- (2) Utilized the VAT Form for merchandise and have not returned the white copy to the VAT Office.
- (3) All soldiers are required to out-process Check Control Office (Building 700, CPF, cleared by CPF telephonically)

35. FACILITY: **VEHICLE REGISTRATION AND PROVOST MARSHAL (PRE CLEARANCE)**
(Early shipment of POV / De-Registration of privately owned weapon)

a. LOCATIONS AND TELEPHONE NUMBERS:

- (1) Vilseck, Building 351, DSN 476-2626
- (2) Grafenwöhr, Building 530, DSN 475-6477

b. HOURS OF OPERATION:

(1) 0800-1145, 1300-1445 Monday-Friday
Vehicle Registration closed on American holidays/Weekends

(2) 0800-1200/1300-1600, Monday-Friday
Vehicle shipping closed on German/American Holidays and on weekends

c. REQUIREMENT: All personnel must clear the Vehicle Registration Office (POV Registration/Outbound Shipping CO.)

(1) Soldiers who have a vehicle registered must report to the Vehicle Registration Office at the location given above and show proof of the proper disposition of the vehicle. A vehicle can be properly disposed of in three ways:

(a) The vehicle is shipped to the United States in which case the shipping document is proof of proper disposal.

(b) The owner may sell the vehicle, in which case the old and new owner must go to the Vehicle Registration Office to transfer the vehicle. If POV owner desired to sell the vehicle, but was unable to do so before departure, he/she must complete a Power of Attorney designating another individual to accomplish the final sale/paperwork for disposition of POV. (When Power of Attorney is to be utilized, both parties must report to Vehicle Registration Office)

(c) The vehicle may be donated to the Vilseck / Grafenwöhr MWR Strip Lot. In this case, proof that the transaction has taken place and the license plates of the disposed vehicle must be turned in to Vehicle Registration Office.

(2) Individuals departing Germany on PCS/ETS, who wish to ship their POV by means other than the POV Processing Point on Grafenwöhr must submit to the Registrar of Motor Vehicles, Headquarters, USAREUR and Seventh Army (before departing) an AE Form 3383, Application of USAREUR POV Clearance, on each POV owned. Personnel who become ineligible for USAREUR license plates, because of separation / retirement in Germany must turn in the license plates to Vehicle Registration prior to Final Out-processing/Retirement date.

(3) Those soldiers who sell their POV to a non ID card holder must report to 409TH MP Customs to transfer the POV.

d. Departing personnel who have a vehicle actively registered with the U.S. Army in Germany must show proof that the vehicle has been physically removed from Germany or that ownership has been properly transferred to another person or firm. This will be accomplished in the following manner.

(1) A Certificate, Release Save Harmless Agreement, AE Form 190-1S, will be obtained relative to the POV.

(2) Soldiers having German/Local Tariff POV insurance and departing (ETS/Retirement/PCS) Europe are reminded that once a POV has been de-registered from

Military Vehicle Registration Offices, the individual/owner must report this de-registration to his/her respective German POV insurance. Under German Federal Laws, car insurance premiums do not stop or cease until POV insurance is officially cancelled. Each soldier may be held responsible for premium even if the soldier did ship POV to CONUS. POV German Tariff Insurance will not be cancelled by USAREUR POV Registration.

(3) Soldier having Deutscher Automobile Club (ADAC) for emergency roadside repairs and towing are reminded that membership must be officially cancelled prior to the soldier departing Germany. Failure to officially cancel ADAC will result in soldier annual membership being charged against the soldier's account on a continuous base until cancelled. Each soldier having membership is officially cancelled. Soldier failing to cancel ADAC and returning to Germany at a later date, wishing to rejoin ADAC, may be required to pay all past membership fees prior to being permitted to rejoin ADAC.

36. FACILITY: **VETERINARY CLINIC**

a. LOCATION AND TELEPHONE NUMBER:

Vilseck, Building 222, DSN 476-2370

b. HOURS OF OPERATION:

0800-1100, Monday-Wednesday & Friday; closed Thursday

c. REQUIREMENT: All soldiers owning pets must clear the Veterinary Clinic.

(1) All dogs and cats returning to the United States require a health certificate DD FORM 2209 and current rabies vaccine DD FORM 2208. The rabies vaccine must at least 30 days old, but not more than one year old on the date of travel. The health certificate is only valid for ten (10) days.

(2) For information on returning to the U.S. with caged birds, contact: Animal and Plant Health Inspection Service, U.S. Department of Agriculture, Hyattsville, Maryland 20782, (202) 343-9242. Or Customs Office Bldg. 700 Vilseck

(3) Call the Veterinary Clinic for information on pets other than dogs or cats, or if you are traveling to a country other than the United States.

37. FACILITY: **VIDEO RENTAL (AAFES)**

a. LOCATIONS AND TELEPHONE NUMBERS:

- (1) Vilseck, Building 2203, CIV: 09662-411815
- (2) Grafenwöhr, Building 624, DSN 475-6696

b. HOURS OF OPERATION:

- (1) 1000-2100, Mon-Sat; 1000-1900, Sun
- (2) 0700-2100, Monday-Sunday

c. REQUIREMENT: Service member must clear before clearing Video section.

38. FACILITY: **FINANCE OFFICE (FINAL CLEARANCE):**

a. LOCATIONS AND TELEPHONE NUMBERS:

- (1) Vilseck, Building 700, Room 48/49, DSN 476-3490/3491
- (2) Grafenwöhr, Building 636, DSN 475-6957/6270

b. HOURS OF OPERATION:

- (1) 1030-1130 and 1300-1600 Mon, Wed, Fri; 1300-1500, Thu
- (2) 0900-1600, Monday-Wednesday; and Friday Closed Thursday

c. REQUIREMENT: All individuals will clear through their Central Processing Facility (CPF) Administration prior to reporting to Finance. To clear Finance soldiers must have the following items in their possession:

- (1) DA Form 137-E, Installation Clearance Record.
- (2) Two copies of DA Form 31, Leave Request.
- (3) Orders terminating government quarters, if applicable.
- (4) DA Form 2560, Request for Pay Inquiry, if ADVANCE PAY is requested.

(5) DA Form 3652, Request for Temporary Lodging Allowance (TLA) Authorization and receipts if processing prior to departure.

39. FACILITY: **38th PERSONNEL SERVICE
(PROMOTIONS, VERIFICATION OF DEERS, NCOER/OER)**

a. LOCATION:

Vilseck, Building 245, DSN 476-2113

b. HOURS OF OPERATION:

0800-1145, 1300-1545, Monday-Friday

c. REQUIREMENT: All individuals must clear through Central Processing Facility (CPF) Administration prior to reporting to 38th Personnel Service. To clear 38th Personnel Service soldiers must have the following in their possession:

- (1) DA Form 137-E, Installation Clearance Record
- (2) Two Identification Tags
- (3) E-5 and above, current OER/NCOER verified by 38th PSD Evaluations section or an memorandum signed by unit commander.
- (4) DA Form 2A, Active Duty Military ID Card
- (5) DA Form 3355, Promotion Packet with C-10 Roster
- (6) Flagged personnel must bring DA Form 268, Final or Transfer of Flag
- (7) DA Form 669, Education Record

40. FACILITY: **CENTRAL PROCESSING FACILITY (CPF)**

a. LOCATIONS AND TELEPHONE NUMBERS:

(1) Vilseck, Bldg.700, Room 58, DSN 476-2233/2037

b. HOURS OF OPERATION:

(1) 0730-1630, Mon, Tue, Wed, Fri

(2) 0730-1500, Thu

(3) PRECLEARANCE: (Pick up Clearance Papers)

1300-1530, Monday-Friday

1300-1500, Thursday

(4) FINAL OUTPROCESSING: 13000-1530, Monday-Friday

c. REQUIREMENT: Initial out-processing will begin at the Central Processing Facility (CPF) for all soldiers. All soldiers are required to be in military uniform. (NO PT's)

All personnel are required to report to SATO for Flight reservations, and are required to report in person to the CPF a minimum of thirty (30) working days prior to their flight date.

All personnel retiring from active duty and having a European separation will be scheduled to begin their Final Out-Processing on their last active duty day. Retiring personnel will be responsible for providing a copy of their retirement orders 30 days prior to their date of retirement to the Finance Retirement Clerk, Vilseck Rose-Barracks, Building 700. Additionally, separating soldiers are required to report to the Transition Center, Bldg. 700, Room 114, to submit and verify data for input to the DD Form 214.

NOTE: Prior to your final out-processing appointment and reporting to the Community Central In/Out Processing Facility, all out-processing personnel must have the following items in their possession:

(1) DA Form 137-E (Clearance Record) signed by the Commander.

(2) Ten (10) copies of all orders and amendments

(3) Medical and Dental records (verification of TB Tine must be annotated in medical or shot records)

(4) Copy of physical or wavier (for separations/retirements only)

(5) Education Records (Enlisted and separations)

(6) Two copies of DA Form 31, (Leave Authorization)

(7) DD Form 2656, Retired Pay Data (Retirees only)

(8) Two copies of OER/NCOER (Memo if not available)

(9) SATO/flight reservations

(10) Family members' passport(s)/ VISA's

- (11) Training Files
- (12) DD Form 2648 (ACAP Transition Checklist)
- (13) Memorandums to cover areas indicated with MEMO on clearance papers.
- (14) Chapter Cases 9-16 must have an escort on orders to be out-processed. Escort must be one pay grade higher than the soldier receiving the chapter. Minimum pay grade of escort is E-5 (SGT). Escort must have a memorandum from Commander or First Sergeant with a primary and an alternate listed giving them authorization to escort the soldier receiving the chapter.

For further information regarding out-processing, points of contact are listed below:

CENTRAL PROCESSING FACILITIES

Vilseck, BLDG 700, Room 58, DSN 476-2233/2037

1. Soldiers occupying Government Owned Quarters.

a. Contact Transportation Office for pick-up date of household goods (D-30 or upon receipt of orders.)

b. Set up pre-check and final check-out appointments with Housing Services Branch (furnish 1 copy of PCS orders). Pick up cleaning instructions (D-30 or upon receipt of orders.)

c. Request loaner-set of government furniture from CFMO, if desired (D-30 or upon receipt of orders.)

d. Receive final clearance during check-out inspection.

e. Apply for up to three days of out going Temporary Lodging Allowance (TLA) (Upon termination of government owned quarters.)

2. Soldiers occupying private rental housing:

a. Contact Transportation Office for pick up date of household goods (D-30 or upon receipt of orders).

b. Obtain termination notice form and check-out inspection date from Housing Services branch, take it to landlord for signature, leave one copy with landlord (fifteen days notice on PCS moves, 30 days notice for any other moves). (D-30 or upon receipt of orders).

c. Schedule pick-up of Government Furniture and Appliances (if applicable) (D-30 or upon receipt of orders).

d. Request loaner-set of government furniture from CFMO, if desired. (D-30 or upon receipt of orders).

e. Return signed Termination Notice form to Housing Services desired cleaning instructions.

f. Terminate utility and telephone accounts (D-30 or upon receipt of orders).

g. Have your private rental dwelling clean and free of government property by the check out date. All keys need to be returned to the landlord at this point in time.

h. Receive final clearance stamp from the Central Housing Clearing Point after quarters termination.

i. Apply for up to ten days out going Temporary Lodging Allowance (TLA) (upon termination of private rental).

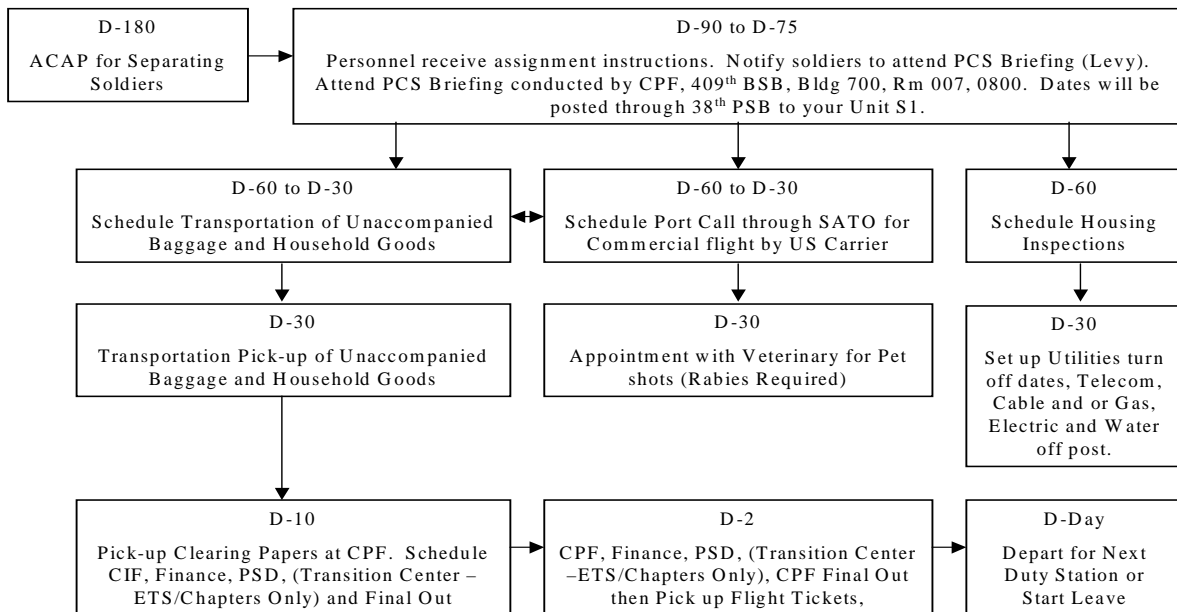
OUTBOUND POV's

1. Collect required documents and obtain authorization as required.
 - a. _____ PCS orders (seven copies)
 - b. _____ Proof of Ownership (registration, DD Form 788 or other document establishing entitlement)
 - c. _____ Set of spare keys
 - d. _____ Power of Attorney (two copies, if applicable)
 - e. _____ Command Authorization (foreign made POV, if applicable)
 - f. _____ Catalytic Converter Certificate (re-installation if applicable)
 - g. _____ Exempt area certification, (if applicable)
2. Contact the Transportation Office to set up an appointment to process the necessary paperwork. At this time the soldier will establish a date and time for turn-in of the POV.
3. Request personnel contact the Transportation Office at least 2-3 weeks prior to desired date of turn-in.
4. Call the following to receive additional information, if necessary.

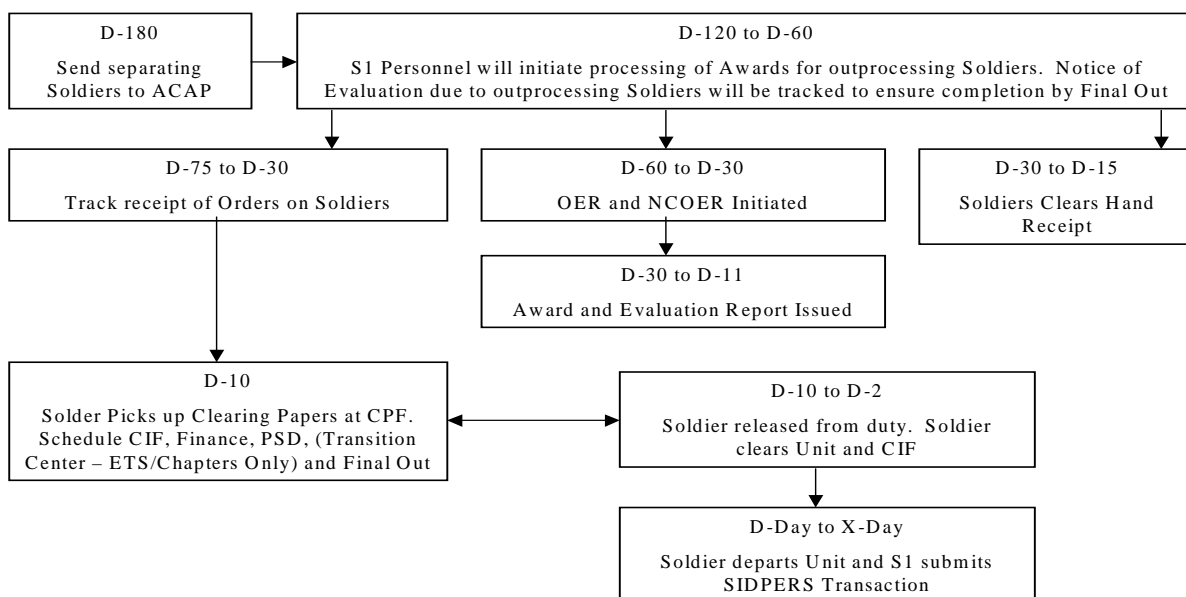
Vilseck Rose-Barracks Transportation Office: DSN 476-2668

Grafenwöhr Transportation Office: DSN 475-6893

Estimated Outprocessing Time Line

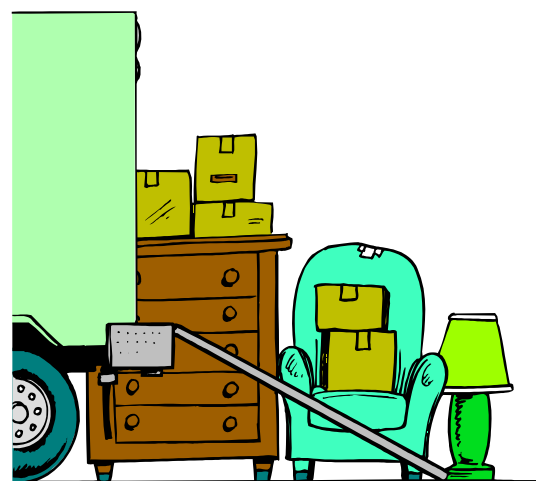


Estimated Unit Outprocessing Time Line





IT'S YOUR MOVE...

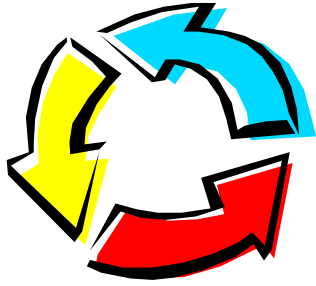


Relocation facts and information
to help you
make a Smooth Move

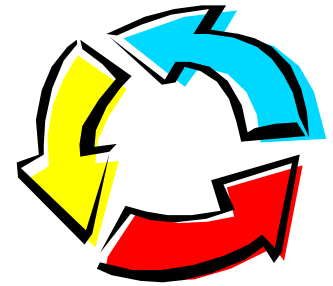
Compiled by Army Community Service – Relocation Readiness Program



Relocation is a major event that requires special support, but the mobile lifestyle goes beyond relocation to create a continuous cycle of adjustment and transition. It is important to understand this cycle and its impact.



The Tour Cycle



There are several phases of the tour cycle, and each one is in some way affected by the fact that military families are always on the move.

The Pre-departure Phase is usually one of frantic activity accompanied by positive and negative feelings of anticipation and apprehension. This is a time when accurate, current information is most critical.

The Transition Phase is a short, energy-intensive period that includes the actual departure, travel and arrival at the new installation. It is a time of disconnect from the old location and continued enthusiasm about the new location. It can also be a very demanding time, which drains mental and physical energy reserves.

The Arrival and Orientation Phase is the time when the need for information is even greater than in the pre-departure phase. In this phase the individual has a better frame of reference for the information he or she receives. This phase is also critical because expectations rarely match the “reality” encountered upon arrival.

The Reconnect Phase occurs between two and six months after arrival and may, at first, be marked by bewilderment and disillusionment. These negative reactions usually disappear as newcomers learn their way around, make friends and become involved in the life of their community.

The Stabilization Phase last from about six months after the move until about six months before the “anticipated move”. Even though this is the most productive phase for those who have made a good adjustment, a “mid-term” slump is not unusual.

The Re-entry Phase is associated mostly with OCONUS to CONUS moves. The need for assistance for those going overseas is usually recognized, but coming back from overseas can also be a real jolt. Most people simply do not anticipate any problems in “coming home”. However, returnees do find that their overseas experience has changed them in ways they were unaware of until they try to connect with old friends and familiar places.

A good move depends largely on how much you get involved and how well prepared you are when the movers arrive. A little organization and advance planning can make the whole process easier, if not simpler.

Relocating ???

SMOOTH MOVE

A Relocation Seminar That Covers Topics On:

Household Goods

**Vehicle & Pet
Shipments**

On & Off Post Housing

**Real Estate
Schools**

Travel Planning

Financial Awareness

**Medical and Dental
EFMP information**

Seminar Schedule:

call ACS 476-2650 for the next class dates

Always at 1500 hrs

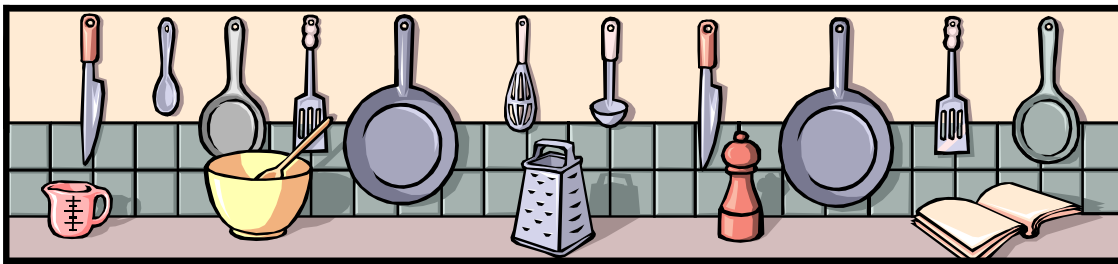
bring your children (5 yrs. +) to our

KIDS ON THE MOVE

Sign-up with Army Community Service

Relocation Readiness Program

DSN 476-2650 or CIV 09662-83-2650



Leaving Germany?

Then ship your household goods early!!!

Just bring us a copy of your PCS/ETS orders and our

ACS LENDING CLOSET

can provide you with everyday household and children items. (Sorry we do not have any microwaves, TV's, blankets or linens)

Vilseck

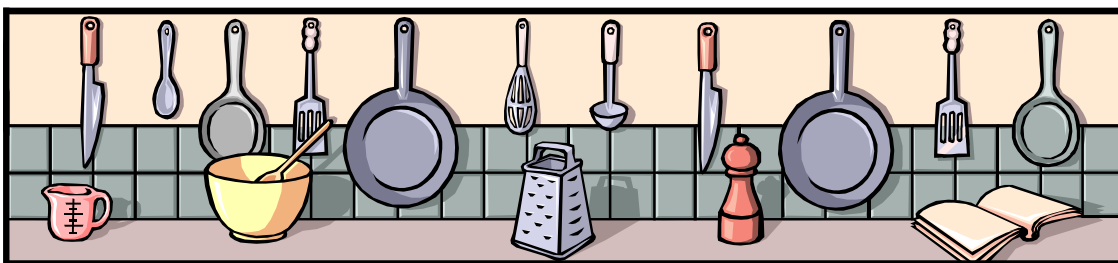
Army Community Service
Bldg. 322, DSN 476-2650

Mon-Fri from 0800-1600
Lunch 1300-1400

Grafenwöhr

Army Community Service
DSN 475-8371

M, T, W, F from 0900-1400;
Thur 1200-1600



Preparing For The Move

- ◆ Find out as much as possible about the new location. SITES4U (Standard Information Topic Exchange Service @ <https://www.dmdc.osd.mil>) can provide you with important information. It offers installation, local community, education, employment, medical and dental, housing, relocation services, support services, child and teen services, survival tips for first termers, at a glance sections.
- ◆ Obtain medical records, including vaccination data, medical prescriptions, data of last exams, history of past illnesses.
- ◆ Obtain a power of attorney to be left with a relative or friend so someone can act legally on your behalf.
- ◆ Get official copies of marriage licenses, divorce decrees, birth certificates any papers showing your legal status. Note our checklist!
- ◆ Make sure the transportation office has been notified and has scheduled the movers. You must first attend their transportation briefing at either Vilseck, Bldg.700 DSN 476-2668 or Grafenwöhr, Bldg.129 DSN 475-6893
- ◆ Arrange for the closing or transfer of bank or credit union accounts.
- ◆ Get a letter of credit or have enough cash available for the new location in event of unforeseen expenses.
Also apply for various moving allowances (DLA, TLA, etc.)
- ◆ Notify current schools and get records for the next registration.
- ◆ Contact the local phone company (Deutsche Telekom), mobile phone providers, TKS Cable, or OBAG electricity, to cancel your services. Pay your final bills.
- ◆ Check expiration dates on ID cards.
- ◆ Return borrowed items. Collect things you may have loaned.
- ◆ Prepare to get the house cleaned for inspection.
- ◆ Get the car serviced and check the tires.
- ◆ Save your current telephone book. It comes in handy if you need information on your former duty station.

Don't Leave Germany Without These Documents

Soldiers and family members often require important documents when relocating. These documents are used by military and private organizations to provide benefits and protection to the soldier and family members.

The following is a list of documents or files you should have available. If you don't have these items, now is the time to locate and secure them for future reference. DO NOT ship important documents with your household goods.

- Special container or briefcase to safeguard documents
- Valid passport (child passport expire every 5 years, check expiration date)
- Social security numbers for all family members
- Immunization records of all family members
- Medical records (medical, dental, optical) Family member must retrieve own records
- School records (report cards for last 2 yrs. All standardized tests, attendance records)
- Pets medical records, immunization records, health certificate
- Armed Forces I.D. Card(s)
- Marriage Certificate
- Birth Certificates of all family members
- Citizenship papers, if applicable
- Adoption papers, if applicable
- Divorce papers, if applicable
- Resume' (hardcopy or on disk)
- Power of Attorney
- Insurance policies
- Personal will
- Leave on Earning Statements (for real estate purchase, 6 recent LES statements are requested by mortgage companies)
- Bank books (checking and savings)
- Credit card records
- Stock or bond records
- State and federal tax records
- Real estate deeds and mortgages
- Driver's license
- Car registration and title
- Transportation and shipping documents
- Storage documents
- Voter registration information
- Emergency data information (next of kin and medical)



Army Community Service Relocation Readiness Program

Moving Checklist

When You Are Alerted For A Move:

- ☐ Visit Army Community Service for information on new base. Sign-up for a Smooth Move / Kids On The Move class.
- ☐ Begin saving for non-reimbursed moving expenses.
- ☐ Keep all moving related receipts.
- ☐ Request IRS Publication 621: Moving Expenses.
- ☐ **When Orders Are Received:**
- ☐ Contact transportation office for counseling session.
- ☐ Find out how to ship household items and schedule moving date(s).
- ☐ Apply for a DITY move (only when PCS-ing within USREUR).
- ☐ Request a sponsor at the new location.
- ☐ Request a Welcome Packet from the new area.
- ☐ Identify housing options in your new area.
- ☐ Homeowners begin preparation to rent or to sale your home.
- ☐ Contact bank or credit unions to reserve a safety deposit box at new location.
- ☐ If buying or renting a home off base at new location, contact a real estate agency.
- ☐ Arrange for an appointment with a Financial Counselor.

TWELVE WEEKS:

- ☐ Organize and update personal papers, including wills, power of attorneys, birth certificates, passports, etc.
- ☐ Inform mail order companies of your moving date to ensure timely deliveries, cancellations, or forwarding of your mail.
- ☐ Inventory household possessions and document their worth with a camera or video.
- ☐ Start sorting clothes and other items to give away or to sell. Ensure seasonal clothing is clean.
- ☐ Make arrangements for selling or storing items like your car, boat, camper, etc.

NINE WEEKS:

- ☐ Contact insurance company about your home, auto, and shipment and storage of household goods. Update coverage as required.
- ☐ Check your driver's license status.
- ☐ If you can not ship your own household goods or car, you must have an written authorization (Legal Office) for the person, who will be acting in your behalf.
- ☐ Have a garage sale to get rid of unwanted items to raise some cash.
- ☐ Take pets to the veterinarian for any immunizations.
- ☐ If taking leave en-route, make plans and reservations.
- ☐ Write to your sponsor and/or anyone you know at the new location.

EIGHT WEEKS:

- ☐ Apply for Permissive TDY/TAD, and or Ordinary Leave, Advanced Pay (if desired).
- ☐ Apply for Dislocation Allowance, Per Diem Allowance, Temporary Lodging Allowance, and/or Temporary Lodging Expense (if authorized).
- ☐ Notify clubs and organizations of your move.
- ☐ Make any necessary dental, optical, or medical appointments for you or your family.
- ☐ Acquire any necessary immunizations
- ☐ Notify your local housing office (landlord).
- ☐ Organize guarantees, warranties, service manuals.
- ☐ Make a list of who to notify of your move and prepare change of address cards.
- ☐ Check on you voting status; arrange for an absentee voting ballots if necessary.
- ☐ Check and confirm with your local transportation office to ensure the movers have been scheduled.

SEVEN WEEKS:

- ☐ Tag and separate items in the house, what gets shipped and what gets stored.
- ☐ If sending multiple shipments, know your weight limits of each and begin separating.
- ☐ Physically separate all items not to be packed.
- ☐ Drain garden house, oil and gas from lawn mower, and other power tools.
- ☐ Disassemble outdoor play equipment and structures such as utility sheds.
- ☐ Clean all outdoor lawn furniture and recreational items (bicycles, roller blades, tri-cycles).
- ☐ Create computer back-up files.
- ☐ Retrieve anything you've loaned out.
- ☐ Return anything you've borrowed.
- ☐ Have rugs and drapes cleaned. Leave on protective wrapping.
- ☐ Pick-up dry cleaning, developing films, lay-a-ways.
- ☐ Remove light bulbs from lamps and pendulum and/or weights from clocks.
- ☐ Maintain household inventory list (incl. serial numbers) as part of personal luggage.
- ☐ Pack suitcases
- ☐ Pack a special "Unaccompanied Arrival Day" box, and mark it as such. Include towels, soap, shampoo, toilet paper, trash bags, hammer, nails, cleaning supplies, sponges, paper plates, cups, and utensils, light bulbs, flashlights, scissors, first aid kit.
- ☐ Make childcare and pet-care arrangement for the day(s) when your household goods will be packed up.

SIX WEEKS:

- ☐ Have household good shipment picked up.
- ☐ **Things to do before moves come:**
- ☐ Get up early and be ready for the movers.
- ☐ Ensure cash, jewelry, important documents, briefcase, suitcases, and other valuable items are secure.
- ☐ Remove all trash and garbage before the movers arrive.
- ☐ Verify the mover's inventory for accuracy and detail. Do not accept "miscellaneous" labels.
- ☐ Ensure mover notes condition of items. Mover should verify that all appliances and electronic equipment are in working condition. Disassemble electronic equipment such as stereos, VCR's, TV's, DVD, microwave oven .
- ☐ Mark boxes with the destination's room where it will be unpacked.
- ☐ Arrange for you automobile to be shipped.
- ☐ Keep Transportation Office's phone number on hand for any problems or questions.

Note: Unless you are doing a DITY move, the packers will pack everything for you. If you pack items yourself, the boxes will be marked "PBO" or Packed By Owner, and you assume responsibility for damage.



FOUR WEEKS:

- ☐ Make a list of places you need to visit (schools, library, etc.).
- ☐ Notify local schools to obtain records or arrange to have them transferred.
- ☐ Ensure family is properly listed on DEERS and enrolled in Tricare.
- ☐ Notify local utility companies, when to discontinue service. Arrange for refund of deposits.
- ☐ Plan menus from what is left in the freezer and cabinets.
- ☐ Update military ID cards, if required.
- ☐ Employed spouse should give required notice of termination, obtain W-2 and letter of referral.
- ☐ Have your house pre-inspected by the housing authorities.

THREE WEEKS:

- ☐ Close out safety deposit box if opening one in new location.
- ☐ Acquire any necessary immunizations as required.
- ☐ Obtain optical records, get recommendation for optician.
- ☐ Obtain medical records and necessary prescriptions. Get recommendation for physician in new location.
- ☐ Obtain dental records. Enroll family member(s) in the "United Concordia" Tricare Dental Plan.

TWO WEEKS:

- ☐ Housing will conduct your "Condition Out"
- ☐ Start saying good-bye to friends and family – have a social get-together.
- ☐ Start cleaning house or apartment.
- ☐ The soldier will pick up his/her clearing papers to begin clearing the installation.

ONE WEEK:

- ☐ Empty the refrigerator at least 24 hours before the FINAL OUT, and leave its doors open.
- ☐ Housing will conduct your FINAL OUT inspection.
- ☐ Pack suitcases and carry-on for the stay in the guesthouse and flight.
- ☐ Return lending closet items to the Army Community Service.
- ☐ Pick-up school records.
- ☐ Close out any local charge accounts after final bill has been paid.
- ☐ Drive to the airport – Have a pleasant flight.

ONCE YOU ARE THERE:

- ☐ Visit Family Service Center or Army Community Service to sign-up for their newcomer orientation, or to utilize the lending closet.
- ☐ Arrange for housing and utility services.
- ☐ Enroll child(ren) to school.
- ☐ Change your auto license and registration.
- ☐ Arrange for delivery of your household goods. Take note of the damages and file your claim as soon as possible (within 70 days of receipt of goods).
- ☐ Register to vote.

Your transportation office will make all the arrangements necessary to schedule the packing and pick-up of your household goods. After these arrangements have been made, they should not be changed. If you find the date must be changed, contact the transportation office immediately.

Arranging the Move

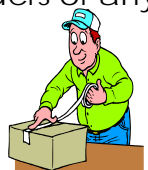


When you go to your transportation office, be prepared. You should have:

- ☀ An idea of when you want to move.
- 📅 The date, on which you plan to arrive at your new duty station.
- ☀ An idea of the types of shipments you expect to have and the estimated weight of each.
- 📄 Copies of your orders for each shipment you expect to have.
- 📄 Power of attorney if your representative will be handling the move in your absence.

Things To Have Accomplished Before Movers Arrive

- ☑ Remove your TV antenna and / or satellite dish.
- ☑ Empty, defrost and thoroughly wash the inside of a refrigerator and freezer. The appliances need at least two days to dry out if mildew is to be kept to a minimum in transit or in storage. After cleaning, leave doors open.
- ☑ Disconnect and disassemble all electronic components, such as stereos, compact disc players, video and DVD players, computers, printers, televisions, and microwave oven.
- ☑ Dispose of foods that could spill or might spoil in transit or storage.
- ☑ Dispose of worn out and unneeded items before the move to avoid wasteful packing, moving or storage expenses.
- ☑ Remove pictures, curtain rods and mirrors from walls. Inspect the kitchen for utensil and food racks or other holders secured to walls, cabinets or doors.
- ☑ Dismantle outdoor play equipment and outdoor structures such as utility sheds, playhouses, swing, gym sets, barbeques and lawn furniture.
- ☑ Remove personal property from an attic, crawl space or similar storage area within the residence. Keep in mind that carriers are not required to go into areas that:
 1. Are not accessible by a permanent stairway (does not include ladders of any type)
 2. Are not adequately lighted
 3. Do not have a finished floor
 4. Do not allow a person to stand erect

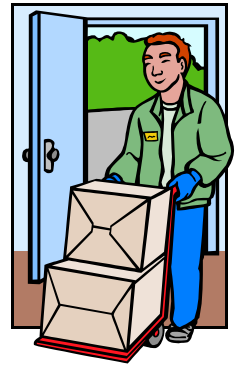


Helpful Moving Tips

- ✓ Sort through closets and drawers; sell or give unwanted items away.
- ✓ Determine if furniture will fit in new house; hold a garage sale or bring items to thrift shop.
- ✓ Have your expensive and valuable items, especially artwork expensive collectables, heirlooms, and expensive jewelry appraised.
- ✓ Separate and tag items in the house - what's going with you; what the movers will pack.
- ✓ Separate the fragile items for special handling.
- ✓ Ziploc plastic bags are wonderful for holding nuts, bolts and screws, and can be tape to the items you disassemble.
- ✓ Pack suitcases for the trip to your new home (temperature changes ?).
- ✓ Pack a "moving day needs" box with cleaning supplies, sponges, paper towels, toilet and facial tissues, bath towels, bath soap, shampoo, can opener, paper plates, cups, napkins, plastic eating utensils, snacks, coffee, tea, soda, light bulbs, scissors, hammer and trash bags.
- ✓ Have your suitcases and "moving day needs" box separated from the items to be packed.
- ✓ Do not leave cash, jewelry or other expensive items unguarded.
- ✓ Have movers mark and label each box to indicate contents and which room to put it in.
- ✓ Read your inventory carefully before you sign. Look at it from time to time while the items are being packed. A good inventory shows what you shipped and its condition.
- ✓ Do not argue with the carrier. If you have a problem, call your transportation office.
- ✓ Do not sign anything until you read, understand and agree with it. You must be provided with a legible copy of everything you sign. Never sign a blank form, an incomplete form, or a form that you cannot clearly understand.
- ✓ Save all the documents the movers give you!

Carrier's Responsibilities At Origin

The carrier is responsible for packing and preparing all your property for shipment. The carrier must:



- Protect appliances against damage while in transit. This means the carrier will secure moving parts, which, if allowed to move in transit, could damage the appliance. Disconnecting, connecting or repairing any appliance is not the responsibility of the carrier.
- Use new, clean packing materials for linen, clothing and bedding.
- Use new or like-new packing materials for all other items. The use of excelsior or newspaper is not allowed. Boxed items should be padded and insulated from carton walls.
- Pack mirrors, pictures and glass tabletops in specially designed cartons.
- Wrap and protect all finished surfaces from marring or scratching. Usually, this is done with furniture pads.
- Properly roll and protect rugs and rug pads at your residence. Only small "throw rugs" may be folded.
- Pack all designed professional books, papers and equipment in separate boxes. These cartons must be marked "professional books, papers and equipment, "weighed separately and listed on the inventory form in those words.
- Put all nuts, bolts, and screws from an item disassembled for movement by carrier personnel in a bag and attach the bag securely to the item.
- Mark each cartoon to show general contents.
- Prepare an accurate and legible inventory.
- Ensure nothing is loaded on the tailgate of the moving van unless approved by you or the personal property shipping officer. All crates must be sealed!
- Remove all excess packing material from your residence.

Helpful Relocation Websites

Military & Government Websites:

http://www.dmdc.osd.mil/sites	Information on worldwide military installations
http://www.militarycity.com	MilitaryCity.com (quick reference to phone numbers and info.)
http://www.maingate.com	Online Network For Military Communities
http://www.army.mil	U.S. Army
http://www.usarc.army.mil	U.S. Army Reserve
http://www.goarmy.com	U.S. Army Recruiting
http://www.famnet.com/index7.htm	U.S. Air Force
http://uscg.mil	U.S. Coast Guard
http://www.usmc.mil	U.S. Marine Corp
http://www.navy.mil	U. S Navy
http://www.crossnet.org	American Red Cross
http://www.dfas.mil/index.htm	DFAS
http://www.armymwr.com	MWR
http://www-perscom.army.mil	PERSCOM
http://trol.redstone.army.mil/acs/index.html	Army Community Service Program Information
http://www.irs.ustreas.gov	Internal Revenue Service
http://www.ssa.gov	Social Security Online

Housing Websites:

http://www.armyhousing.net	Military housing websites
http://www.monstermoving.com	Moving, Planning, Mortgage and Finance
http://www.apartments.com	Apartments
http://www.apartmentworld.com	Apartments near military installations
http://www.realtor.com	REALTOR.COM link to home for sale, realtors, and more

Employment Websites:

http://odin.aafes.com	AAFES
http://www.ajb.dni.us	America's Job Bank
http://www.careerbuilder.com	Career Builder
http://www.cpol.army.mil	CPO Online
http://www.workforceessentials.com	Job Training Opportunities for Involuntarily (honorable) discharged soldiers

Medical, Dental & Legal Websites:

http://www.tricare.osd.mil/	TriCare
http://www.ucci.com	United Concordia Dental Plan
http://www.md.huji.ac.il/special/hospnet/hopitalnet.html	HospitalNet
http://www.abanet.org	ABA Network (American Bar Association website)
http://www.lawinfo.com	Law Information

U. S Embassy, Immigration & Naturalization Websites:

http://www.embpage.org	The Embassy Page
http://embassy.org	The Electronic Embassy
http://www.us-immigration.com	U.S. Immigration info on visas, permanent residence, green card
http://www.ins.usdoj.gov	The INS Online

Kids & Parents Websites:

http://www.carseat.org	Children car seat information
http://www.kidscom.com	KidsCom, find a pen pal, write on a virtual graffiti wall, play games, etc.
http://www.parenthoodweb.com	Parenthood Web
http://familtinfoserv.com	Family Information Service

Pets Websites:

http://www.airanimal.com	Info on transporting your pet by air
http://netvet.wustl.edu/vet.htm	Veterinary directories

Education Websites:

http://odedodea.edu/web	DODDS Schools
http://www.collegenet.com	CollegeNet
http://www.cudenver.edu/	Distance Education
http://www.ed.gov	U.S. Department of Education
http://personalfinance.firstunion.com	College Matters (college funding)
http://www.finaid.org	Fin Aid (guide to financial aid)

Other Interesting Websites:

http://www.armyspouse.come	The Army Spouse Website
http://www.weather.com	The Weather Channel
http://www.555-1212.com	Area Code Listing
http://www.usps.gov/ncsc	U.S. Post Office Zip Code Lookup
http://golocalnet.net/drive	Online Drivers License Study Guide
http://www.bigyellow.com	Yellow Pages Online

NOTES

This image shows a blank sheet of white paper with horizontal dashed lines, typical of primary-ruled notebook paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings present.

Acknowledgement

The purpose of "Getting Ready To Leave" PCS/ETS-ing Handbook is to establish a centrally responsive and recognizable source of information concerning all military out-processing personnel and their families. Army Community Service Relocation Readiness Program and the Central Processing Facility are the facilitator of this handbook.

Moreover, we want to express our thanks to all organizations, which are mentioned in this handbook, for their information and input. Changes and updates are in our times eminent; therefore please contribute any updates to your Relocation Program Manager.

Since this "Getting Ready To Leave" Handbook is designed for the out-processing personnel, we would also like to hear your comments and receive your suggested improvements.

Websites are constantly changing addresses, so if you find that an address has changed or is incorrect, please drop us an email. We ask your patience, if you find that an address has been changed or is no longer valid. We keep up with the changes as best we can.

Please mail to:

Army Community Service
ATTN: IMEU-GFW-MW
Unit 28130
APO AE 09114

Or contact the:

Relocation Readiness Program Manager
Building 322, Vilseck Rose-Barracks
DSN 476-2650

Your Relocation Readiness Team